

Professional Transportation Bulletin

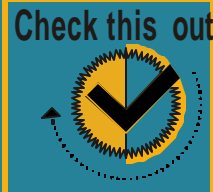
PTB 177

August 6, 2015

**Statements of Interest are due before 12:00 p.m.
on August 27, 2015
Selection Date: October 21, 2015**



Help?
INFORMATION



Illinois Department of Transportation
2300 South Dirksen Parkway, Springfield, Illinois 62764

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: October 21, 2015

The following revisions have been made to this Professional Transportation Bulletin. If you downloaded the bulletin prior to the noted revision date, you should incorporate the revisions or download and use a new copy of the bulletin.

REVISION DATE: There are no revisions as of August 6, 2015.

State Of Illinois Contact Information

Department Of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

The Transportation Bulletin is the official Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, 30 ILCS 500/15-1. It is available on **IDOT's WEBSITE** at <http://www.idot.illinois.gov/index>.

Professional Transportation Bulletin

The Professional Transportation Bulletin Contains information pertaining to the advertisement for offers of interest for professional services for Department of Transportation projects.

Questions concerning this Bulletin should be directed to:

Carrie Kowalski

Consultant Unit Chief

E-mail: Carrie.Kowalski@illinois.gov Phone: 217-782-6916

Or mailing address:

Bureau of Design and Environment
2300 South Dirksen Parkway
Attn: Consultant Unit
Room 330
Springfield, IL 62764

Regional/District Contact information.

Region 1

District 1

Mr. John Fortmann
201 West Center Court
Schaumburg, IL 60196

Region 2

District 2

Mr. Paul Loete
819 Depot Avenue
Dixon, IL 61021

District 3

Mr. Paul Loete
700 East Norris Drive
P.O. Box 697
Ottawa, IL 61350

Region 3

District 4

Mr. Kensil Garnett
401 Main Street
Peoria, IL 61602

District 5

Mr. Kensil Garnett
Route 133 West
P.O. Box 610
Paris, IL 61944

Region 4

District 6

Mr. Roger Driskell
126 East Ash St.
Springfield, IL 62704

District 7

Mr. Roger Driskell
400 West Wabash
Effingham, IL 62401

Region 5

Mr. Jeffrey Keirn

District 8

1102 Eastport Plaza
Drive
Collinsville, IL 62234

Mr. Jeffrey Keirn

District 9

State Transportation Building
P.O. Box 100
Carbondale, IL 62903

Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 178	PTB 179	PTB 180	PTB 181	PTB 182	PTB 183
PUBLISH PTB	11-05-15	02-04-16	05-05-16	08-14-16	11-10-16	02-02-17
***STATEMENTS OF INTEREST ARE DUE	12-03-15	02-25-16	05-26-16	08-25-16	12-01-16	02-23-17
SELECTION MEETING	01-27-16	04-20-16	7-20-16	10-19-16	01-25-17	04-19-17

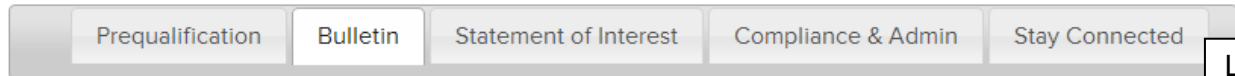
***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED
BETWEEN, Publish Date 08-06-15 & 08-27-15 (12:00 P.M. NOON)**

STATEMENTS OF INTEREST RECEIVED AFTER 12:00 P.M. WILL NOT BE CONSIDERED.

Only SUBMITTALS through EPAS will be considered for Professional Transportation Bulletins.

NOTICE


Proposed Negotiation Meeting information for Items will be available under the Bulletin Tab at the following link: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>



Bulletin

IDOT advertises for professional services four times a year via the Professional Transportation Bulletin (PTB) and makes this schedule public via the PTB Schedule (below). The PTB contains information pertaining to the advertisements for offers of interest for professional engineering, land surveying and architectural services for IDOT projects. On occasion, a special bulletin is necessary. Below you will find the active PTB as well as supplementary information. If wishing to review archived bulletins and press releases please navigate to [Resources](#).

- [PTB 172](#) 

To view the most current negotiation meeting information on particular advertised items [please click here](#) . This information has not been finalized and is subject to change. Contact the appropriate District for questions regarding a particular Item.

Link for
negotiation
information

▶ Tentative PTB Schedule

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• Region 1<ul style="list-style-type: none">• John Fortmann<ul style="list-style-type: none">• District 1<ul style="list-style-type: none">• Items 1-7 | <ul style="list-style-type: none">• Region 2<ul style="list-style-type: none">• Paul Loete<ul style="list-style-type: none">• District 3<ul style="list-style-type: none">• Item 8 | <ul style="list-style-type: none">• Region 3<ul style="list-style-type: none">• Kensil Garnett<ul style="list-style-type: none">• District 4<ul style="list-style-type: none">• Items 9 - 10 |
| <ul style="list-style-type: none">• Region 5<ul style="list-style-type: none">• Jeffrey Keirn<ul style="list-style-type: none">• District 9<ul style="list-style-type: none">• Item 11 | <ul style="list-style-type: none">• Bureau of Bridges & Structures<ul style="list-style-type: none">• Carl Puzey<ul style="list-style-type: none">• Items 12 - 13 | <ul style="list-style-type: none">• Office Planning & Programming<ul style="list-style-type: none">• Jeffrey South<ul style="list-style-type: none">• Items 14-16 |

NOTICE

UsDOT 1050.2A, Appendix E will be included in all new agreement contracts, including new supplements.

USDOT 1050.2A APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities;

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42U.S.C. §460 I), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

Introduction

STATE OF ILLINOIS
Department of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

PROFESSIONAL TRANSPORTATION BULLETIN #177 **Publish August 6, 2015**

This bulletin is the official notice of needed professional services for the Illinois Department of Transportation (IDOT).

This bulletin is sent to each professional consultant on IDOT's prequalified list. A Professional firm who is not prequalified may obtain the necessary information and forms to become prequalified from the INTERNET at: <http://www.dot.gov.il/Doing Business/Consultant Services/Consultant Prequalification>.

This is not an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest for the project through the Engineering and Prequalification Agreement System (EPAS).

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT, VIA EPAS, PRIOR TO 12:00 P.M. LOCAL TIME, August 27, 2015. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to:

- 1) Ability to complete the work in the time required and the firm's existing workload.
- 2) The firm's proximity to the project, when important.
- 3) Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
- 4) Financial evaluation of the firm and its accounting methods.
- 5) Performance rating for past work done for IDOT, if applicable.

All members of the Consultant Selection Committee will be **unavailable** to discuss specifics of projects listed herein during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters and/or e-mails expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee.

Information for Submitting Statements of Interest (SOI)

The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any work being done by a consultant, prime or sub must be prequalified in the IDOT prequalification category of work they are performing.

Prequalified firms may indicate their desire to be considered for selection on any of the projects listed herein by submitting a separate Statement of Interest (SOI) for each project.

All interested firms must submit through the Engineering Prequalification and Agreement System (EPAS). This includes specialty firms, for items in the Professional Transportation Bulletin that do not have prequalification categories, i.e. firms not prequalified in the established prequalification categories; typical items are painting, manual rewrites, steel fabrication inspection, specific testing, etc. These firms must contact Carrie.Kowalski@illinois.gov to establish and account.

The EPAS instruction manual is located on the IDOT Website under Doing Business, Procurements, (Engineering, Architectural & Professional Services), and then under Prequalification and also under Statement of Interest,: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

Information to consider when submitting:

- A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)
- Color graphics/photographs, charts, graphs etc. can be used at your discretion. Make applicable to the requested advertisement.
- **Exhibit A** is used to give a snap shot of the firm's proposed staff as follows:
 - List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
 - QC/QA personnel must be different individuals than the staffing, which prepared the documents.
 - Attach resumes of all key personnel listed in the SOI. It is recommended that individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
 - Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
 - Identify proposed subconsultants, item(s) of work they will perform, and the estimated % of work. If a DBE Goal is in the advertisement list the DBE subconsultant(s), work the firm will be performing, and estimated % of the work. All Subconsultants must be prequalified in the area of work they will be performing.
 - Include Mentor Protégé data if participating.

Information for Submitting Statements of Interest (SOI)

- **Exhibit B** is required for Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) EPAS prompts the user to complete form B when it is required.
- Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.
- In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.
- The Current Obligation's information is an on line application in EPAS. It must be completed before you submit the Statements of Interest.
- Instructions for completing Disclosure **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. Disclosure The Disclosure Forms are a separate document and one set for each prime is submitted. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- The Delinquent Debt is generated in the EPAS system and is submitted as a separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included with the Delinquent Debt.
- The Disclosure of Business Operations in Iran is also a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.
- Exhibit A, Exhibit B (when applicable), the Current Obligations, Disclosures A & B, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are required to be considered.

Note: Actual signatures are required on the documents. Documents without actual signatures will be returned.

PROFESSIONAL TRANSPORTATION BULLETIN

REQUIRED FORMS

FOR

STATEMENT OF INTEREST SUBMITTAL

The information in all forms is required as part of all Statement of Interest submittals. The New EPAS application has the ability to include all the required information. Some forms are attached, some data is entered into EPAS directly to generate the data for the form, and some data is entered directly and replaces the form. There is an EPAS Instruction Manual for your use and can be used when completing the SOI in EPAS.

Please review the EPAS manual instructions for the submittal process.

<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

- The BDE Current Obligations is completed in EPAS; it is not a separate document.
- The Delinquent Debt is generated in EPAS based on the Statements of Interest applications is required to be completed by prime and subs and attached in the EPAS application.
- The Disclosure forms A & B are submitted via EPAS. The form is required to be completed and attached separately and then attached in the EPAS Application.
- The Disclosure of Business Operations in Iran BDE Form (BDE 2900), the form is required to be completed and attached separately and then attached in the EPAS Application.

Required forms are located at <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index> under the Statement of Interest Tab.

All signatures are required to be actual signatures.

Forms without an actual signature will be returned.

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<u>Item</u>	<u>County</u>	<u>Description</u>
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2.	Various	Job No. P-91-421-15, Data Bank Management for Field Collection and Office Processing of all Roadway, Structure, Jurisdictional Confirmation/Changes, Construction Changes and Traffic Monitoring Data.
3.	Various	Job No. C-91-005-16, Various Construction Inspection Projects
4.	Various	Job No. D-91-020-16, Various Phase II Projects
5.	Various	Job No. D-91-013-16, Phase II Project Management, Various Traffic Control & Signage Review for Projects
6.	Various	Job No. P-91-001-16, Various Survey Projects
7.	Will	Job No. C-91-012-16, Construction Inspection for Torrence Avenue over Grand Calumet River
<u>Region 2/District 3</u>		
8	Bureau	Job No. C-93-117-15, Construction Inspection for IL 89 over the Illinois River
<u>Region 3/District 4</u>		
9.	Tazewell	Job No's. P-94-010-09 & D-94-060-09, FAI 74 (I-74), Phase I and II for the Replacement of the Structure Carrying Pinecrest Drive over I-74
10.	Various	Job No. C-94-001-16, Materials Project Manager for Various Materials Inspections (PCC,HMA & Aggregate)
<u>Region 5/District 9</u>		
11.	Various	Job No. P-99-001-16, Proposed Shawnee Expressway from IL 3/IL 146 intersection to Interstate 57
<u>Bureau of Bridges and Structures</u>		
12.	Various	Job. No. C-30-001-16, Engineering Services for Painting Inspection of Various Structures Statewide
13.	Various	Job No. P-30-002-16, Bridge Ratings and Other Various Phase I/II Engineering for Structure Projects Statewide
<u>Office of Planning and Programming</u>		
14.	Various	Job No. HPR-66-001-16, Field Collection of Traffic Data in Districts 3, 5, 7, and 9
15.	Various	Job No. HPR-66-001-16, Field Collection of Traffic Data in Districts 4, 6, and 8
16.	Various	Job No. HPR-66-001-16, Field Collection of Traffic Data in Districts 1 and 2

1. **Job No. C-91-425-15, Various Quality Assurance Aggregate/HMA/PCC Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 28, 2015 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase III engineering services are required to perform the quality assurance responsibilities of hot-mix asphalt (HMA), Portland cement concrete (PCC) construction, Aggregate Gradation Control System (AGCS), Recycled Asphalt Paving (RAP) testing, Recycled Asphalt Shingles (RAS) testing, pipe and precast producers and prestressed and precast producers. Services and responsibilities include structural steel and miscellaneous materials inspection at various sources or jobsites, Independent Assurance sampling and testing for the department for both HMA and PCC according to Federal guidelines at both plants and jobsites. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

Additional services and responsibilities include quality assurance inspection of prestressed and precast producers at plants and jobsites, review and processing of test data and reports. The project includes Complete Quality Assurance Testing in accordance with The Standard Specifications for Road and Bridge Construction, *Manual for Fabrication of Precast Prestressed Concrete Products*, Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3 and any appropriate contract special provisions and plan notes or details.

The department will furnish the Consultant with daily assignments to various construction jobsites, bituminous or concrete plants, quarry field offices, District Lab facilities and pre-stressed and precast facilities and various producers and suppliers of structural steel and miscellaneous materials.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their sub-consultants, on the same project or on material coming from the same plant is prohibited. At the negotiation meeting, the prime Consultant and subconsultants(s) will disclose all current relationships with contractors.

The Consultant's work includes plant and on-site inspections, sampling and material testing. The Consultant will carry out quality assurance duties as defined in the construction contract, *Manual for Fabrication of Precast Prestressed Concrete Products*, Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3 and the Consultant agreement. The Consultant will maintain records and submit documentation of QC and QA activities required by the construction contract, *Manual for Fabrication of Precast Prestressed Concrete Products*, Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3.

The completion date for this contract will be 48 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer who will assume duties as Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will be in charge of QA Lab and Field Testing.
- QC/QA Level 1, Level 2 and Level 3 (HMA and PCC) Certified Testing Technicians.
- ACI Grade 1 and PCI Level 1 and Level 2 Certified Testing Technicians.
- The Materials QA Technician.
- Structural Steel and Miscellaneous Materials Source Inspector
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Class**

The Certificates of completion for required training courses must be included in the Statement of Interest for the staff presented.

The prime firm must be prequalified in the following categories to be considered for this project:

Special Services (Quality Assurance: HMA & Aggregate)
Special Services (Quality Assurance: PCC & Aggregate)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).

2. **Job No. P-91-421-15, Data Bank Management for Various Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 20% DBE participation.

The Complexity Factor for this project is 0.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 10, 2015 at 10:00 A.M.** at the Region One, District One Office in Schaumburg.

A Data Bank Management Consultant (DBMC) is required for field collection and office processing of all roadway, structure, jurisdictional confirmation/changes, construction changes, and traffic monitoring data as outlined in the various Illinois Highway Information System (IHIS) manuals. In periods of extraordinary demand for crash data, the DBMC shall assist Data Bank personnel in expediting the timely retrieval and delivery of crash data packages. The IHIS manuals can be found on the IDOT website. The DBMC will be expected to review and complete Functional Class (FC) requests under the direction and supervision of the Program Development Section Chief. With regard to the FC duties, the DBMC would be expected to coordinate with all IDOT, Municipal Councils, and Local Governments to make sure all FC roadway requests are done in a timely manner and provide other assistance as required. The Consultant must have proficiency in computer technology, database management, Microsoft Office programs, Silverlight applications, and geographical information system (GIS) applications. Work orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis.

The DBMC will be expected to perform work similar to the departments Data Bank staff, and shall report to the Data Bank Manager. The DBMC staff, (as many as five may be required) will be expected to perform work in the District offices and in the field five days per week. The work will require working directly with IDOT staff, regular data entry, data problem solving, and the updating of IDOT proprietary applications and databases as well as field data collection, which will include directional road and structure inventory. Inventory will include all State and non-State routes based on inventory cycles and roadway changes. The Consultants work will include collection, verification, and processing of a wide range of highway related data items. Other types of data collection may be required such as bike routes, paths, and pedestrian walkways.

All DBMC personnel must have a valid Illinois driver's license. A minimum of three (3) staffers must be made available initially for training and a minimum staff level be maintained at all times thereafter to provide for continuity. Continuity and availability of trained personnel throughout the contract is required. After the initial training, it shall be the responsibility of the Consultant to provide trained personnel at the expense of the Consultant. The measure of acceptable professional services delivered will be the accuracy, completeness, and timeliness of the work performed.

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents.

- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents.
- The person who will supervise the work at the IDOT office, the field data collection, and other consultant staff and will be the point person for all daily communications with the IDOT Project Manager.
- The person(s) who will perform the duties of DBMC, include applicable experience with this type of work.

The prime firm must be prequalified in the **Special Studies (Traffic Studies)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

3. **Job No. C-91-005-16, Various Construction Inspection Projects, Various Routes, Various Counties, Region One/District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 5, 2015 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to assist department resident engineers/technicians on various construction projects throughout District One. Eight (8) to Twelve (12) engineers and /or engineering technicians are anticipated to be required during the 2015, 2016 and 2017 construction seasons. Typical assignments may include general construction inspection, project finalization, and documentation, including PCC & bituminous concrete paving operations, drainage, patching, bridge structures, bridge painting, and providing general assistance as a member of a field crew. Survey/layout services may be required. This work may be in either English or metric units.

The department will furnish the Consultant with contract plans and specifications.

The Consultants work includes but is not limited to providing staff, and vehicles for personnel use on construction sites and for traveling between projects. The duration of time spent at a single location would vary as a function of work assignment needs.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their sub-consultants, on the same project or on material coming from the same plant is prohibited. At the negotiation meeting, the prime Consultant and subconsultants(s) will disclose all current relationships with contractors.

The personnel shall have a good working knowledge of Department Specifications for Road and Bridge Construction, the Department Construction Manual and Documentation and in inspection procedures.

The completion date for this contact will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- Project Manager
- Inspectors (A current IDOT Construction Documentation Certificate **Include the Documentation Certificate Number for IDOT Class**

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).

4. **Job No. D-91-020-16, Various Phase II Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultants who is selected for this project, and all subconsultants the prime Consultant will be using, are scheduled to attend an initial meeting on **October 28, 2015 at 9:00 A.M.** at the Region One, District One Office in Schaumburg.

Phase II engineering services are required for the preparation of plans, specifications, and cost estimates, for various contracts throughout the District. Work orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis.

The department will furnish the Consultant with available microfilm plans, Bridge Condition Report, project report, hydraulic report, and other necessary items.

The Consultant may also be required to review and comment on contractor provided documents for contracts currently under construction that may have been completed by other design firms. These may include but are not limited to shop drawings, fabrication and erection plans.

The Consultant's work may consist of preparing roadway plans, TS&L plans, structure plans, geotechnical borings, investigation & analyses, supplemental surveys, drainage & utility investigation, detour route plan, applicable permits, and all other related work to complete Phase II work. Work may also consist of reviewing and preparing plans to ensure all plans are within the framework of department policies and procedures, local agency requirements, and all applicable manuals and schedules. Consultants may have to create and/or maintain websites for some projects.

The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Structures (Highway: Typical)
Highways (Roads & Streets)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

5. **Job No. D-91-013-16, Phase II Project Management, Various Traffic Control & Signage Review for Projects, Various Routes, Various Counties, Region One/District One.**

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 22, 2015 at 10:30 A.M.** at the Region One/District One Office in **Schaumburg**.

A Project Management (PM) Consultant is required for engineering management, project support, and other functions as required. The PM Consultant will be assigned to review various plans and special provisions, which may be under contract with other Consultant engineering firms or prepared by in-house IDOT staff as needed in order to meet project review & letting deadlines. Work is anticipated to consist of the review of Traffic Control/Staging and Maintenance of Traffic plans as well as overhead and ground-mount sign panel layout and design plans. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. The work may be in either English or metric units.

The PM Consultant and their staff will be expected to perform work similar to an IDOT Traffic Control Supervisor as well as an IDOT Traffic Operations Engineer & staff. A staff member from the PM Consultant will be expected to perform work in the District office in Schaumburg a minimum of three days a week or as required. Projects of varying complexity will be assigned to the PM Consultant.

The work anticipated for the project may include:

- Review assigned project contract documents prepared by other consultant engineering firms and/or IDOT in-house staff for safety, constructability, and conformance to department policies, practices & procedures, in accordance with federal requirements and guidelines such as those in the latest edition of the *Illinois Manual on Uniform Traffic Control Devices*, including, but not limited to, plans and special provisions for IDOT contracts and local agency contracts, detour plans, utility permits, traffic permits, and site development permits.
- Attend with or on behalf of IDOT staff (representing IDOT) periodic District Detour Committee Meetings (in Schaumburg office).
- Attend with or on behalf of IDOT staff (representing IDOT) project-specific meetings such as, but not limited to, project coordination meetings, concept review meetings with designers and/or design consultants, project kick-off meetings, and project review comment resolution meetings.
- Identify and implement all necessary coordination and communication within and outside the department as required.
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines such as construction.
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT.

- Any other work as required.

Teaming Agreements will not be allowed on this project.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

The department will provide applicable department policies and procedures as well as general guidelines to the PM Consultant.

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the review of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Temporary Traffic Control Supervisor, that individual in charge who is directly involved in the review of the Staging/Maintenance of Traffic contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Sign Structure Engineer, that individual in charge who is directly involved in the review of the sign panel design documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

The Statement of Interest must also include the Consultant's relevant traffic staging/maintenance of traffic plans and sign panel design projects completed by the firm for IDOT Region One/District One within the past five years by members of the Consultant's current key personnel staff as listed above. Include no more than 10 applicable projects in the Statement of Interest.

The prime firm must be prequalified in the **Highways (Freeways)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).

6. **Job No. P-91-001-16, Various Survey Projects, Various Routes, Various Counties, Region One/District One**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 23, 2015 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase I engineering services are required for various surveying projects throughout District One. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with alignment data, existing right-of-way plats, Sidwell maps, benchmarks and coordinates available for the projects, along with any archived survey notes as each work order is negotiated.

The Consultant's work requires field and office resources to prepare surveys of various roadway projects throughout the District by individual work orders. This includes, but is not limited to, route surveys, topographic surveys, cross-sections, profile, existing and proposed centerline alignments, drainage inverts, locating existing right-of-way monuments, plotting of field information, mapping projects, and any other tasks deemed necessary to complete the work in accordance with the Department's Survey Manual and District One procedures. All survey information will be acceptable for design purposes and formatted per IDOT specifications. All data collected electronically or plotted will comply with IDOT CADD standards and use standard IDOT Survey Point Codes. Some GIS and database work might also be required. The Consultant must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Land Surveyor.)
- The person who will perform the QA/QC review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor.)

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including the resumes of the key people noted above, must be submitted electronically, using the Engineering Prequalification and Agreement System (EPAS), to the Central Bureau of Design and Environment.

7. **Job No. C-91-012-16, Torrence Avenue over Grand Calumet River, Phase III Project, Will County, Region One/District One.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **November 5, 2015 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the improvement of Torrence Avenue over Grand Calumet River. Work includes, but is not limited to, full replacement of the existing truss bridge and precast prestressed concrete (PPC) box beam approach spans with a 3-span structure with welded plate girders superstructure, reinforced concrete deck, and sidewalks/shared use path supported on new pile supported stub abutments, two new multi-column drilled shaft supported piers, and new approach slabs. The structure will accommodate bicyclist and pedestrians per the Complete Streets Guidelines. Adjacent road work will be required to taper the proposed structure width back to the existing roadway width. Retaining walls are proposed to provide the necessary embankments to support the widened structure while staying within the project right-of-way. A detour is recommended for the construction of the proposed bridge due to the existing main span being a truss, the construction cannot be staged. The Grand Calumet River is presently closed for navigation but the US Coast Guard has required that requirements for navigable waters be considered. All incidental and collateral work necessary to complete the improvement.

The following structure is included:

- S.N. 016-0934 (Existing) - Structure Torrence Avenue over Grand Calumet River)
- S.N. 016-2089 (Proposed) - Structure Torrence Avenue over Grand Calumet River)

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies.

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on-site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is August 25, 2017. The

Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired)
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities**)
- The Materials Coordinator
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

8. **Job No. C-93-117-15, IL 89 over the Illinois River, Phase III Project, Bureau County, Region Two/District Three**

This project may contain Federal funds.

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **October 28, 2015 at 11:00 A.M.** at the Region Two/District Three Office in **Ottawa**.

Phase III engineering is required to provide construction inspection for the structure replacement of the IL 89 Bridge over the Illinois River in Spring Valley. Work includes but is not limited to the construction of a new structure, removal of an existing structure, drilled shafts, piling, furnished excavation, storm sewer, curb and gutter, PCC pavement, and lighting.

The Consultant will perform on-site inspection, provide construction staking/layout when not provided for in the contract plans, verify construction staking/layout, provide on-site geotechnical and on-site material inspection, prepare records, maintain documentation, and any other duties that would require the services of an engineer to complete this project in a timely basis and in accordance with State Specifications. All on-site material testing will be with IDOT equipment. Laboratory testing of materials will not be required.

The following structure is included in this project, S.N. 078-0006 (IL 89 over Illinois River at Spring Valley)

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same consultant or one of their sub-consultants on the same project or on material coming in from the same plant is prohibited. At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The Consultant will be asked to furnish a registered IL PE or an approved non-licensed engineering technician to act as Assistant Resident Engineer (ARE) or inspector on these projects. The Consultant is expected to perform on-site inspection, engineering layout, and verification of contractor staking, maintain documentation, submit pay estimates, change orders, and any other duties required to complete these projects on a timely basis and in accordance with the State Specifications and guidelines. The ARE should be knowledgeable in the use of the department's documentation tracking system (ICORS). The Consultant shall provide vehicles and equipment necessary to perform inspections.

The anticipated construction completion date is July 31, 2018. The Consultant must complete and submit final measurements, calculations, and final contract record documents to the department no later than six (6) weeks after completion of this project.

Key personnel listed on **Exhibit A** for this project must include:

- Assistant Resident Engineer (minimum of 10 years of experience as a Resident Engineer is desired). A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of HOT Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.
- Inspectors (1 to 5 individuals to perform on-site inspection, survey and QA inspection.) A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

The Certificates of completion for required training courses must be included in the Statement of Interest for the staff presented.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest including resumes of the key people noted above must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

9. **Job No's. P-94-010-09 & D-94-060-09, FAI 74 (I-74), Replacement of Structure Carrying Pinecrest Drive over I-74, Phase I/II Project, Tazewell County, Region Three/District Four.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 28, 2015 at 10:30 A.M.** at the Region Three/District Four Office in **Peoria**.

Phase I and II engineering services are required for the replacement of the structure carrying Pinecrest Drive over I-74.

Phase I work may consist of conducting surveys, Geometric Studies, Interchange Design Studies, and preparing a Bridge Condition Report, a Structure Geotechnical Report, and a Project Report (anticipated to be processed as a categorical exclusion project). This work may include data collection, development of alignment alternatives, development of interchange alternatives, cost estimates, traffic maintenance analysis (including a Traffic Management Plan), accident analyses, Type, Size and Location (TS&L) drawings, structure plans, public involvement, preliminary plan and profile exhibits, and other related work and exhibits necessary to produce the Project Report.

Phase II work may consist of conducting surveys, Geometric Studies, and preparation of Type, Size and Location (TS&L) drawings, Structure Geotechnical Report, structure plans, roadway plans, and any other related work to complete final plans, special provisions, and estimates.

The department will furnish the Consultant with any available aerial photos, mapping, as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing Right-of-Way plans, aerial photos, boring logs, and other pertinent information.

The estimated construction cost of this project is \$5,000,000 to \$10,000,000. The completion date for this contract will be 60 months after authorization to proceed

Key personnel listed on **Exhibits A & B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will be in charge of surveys (must be an Illinois Professional Licensed Surveyor). Surveying prequalification category requirement may be completed by Prime and/or Subconsultant.

- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Highways (Freeways)
Structures (Highway: Typical)
Location/Design Studies (Reconstruction/Major Rehabilitation)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

10. **Job No. C-94-001-16, Materials Project Manager for Various Materials Inspections (PCC, HMA & Aggregate), Various Routes, Various Counties, Region Three/District Four.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 23, 2015 at 10:00 A.M.** at the Region Three/District Four Office in **Peoria**.

Phase III engineering services are required for an Engineering Project Manager (PM). The Consultant PM will manage/support various IDOT Materials inspection processes throughout District Four. This work may involve working directly with contractors, producers, suppliers, or local agencies and/or other consultants. Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. Work for this project may be in English or metric units.

PM engineering services are required to perform sampling, testing, and documentation of test results of various materials, including hot-mix asphalt, Portland cement concrete, aggregates, soils, pipe, precast, and precast/prestressed concrete. Additional service and responsibilities include miscellaneous materials inspection at various sources or jobsites. Testing may be required to be performed using the Consultant's facilities.

The Consultant's work is also expected to include plant and on-site inspections, sampling, transportation of samples, testing at jobsites and labs, and documentation and data entry of test results. The Consultant will carry out quality assurance duties as defined in the contract documents, Bureau of Materials and Physical Research Policy Memorandums, the Manual for Fabrication of Precast Prestressed Products, and the Consultant Agreement. The Consultant will maintain records and submit documentation of QC/QA activities as required.

The department will furnish the Consultant with assignments to various construction jobsites, plants, lab facilities, precast and precast/prestressed concrete producers, and various producers and suppliers of miscellaneous materials.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the District, as well as, current relationships with Contractors.

The Consultant will also provide their own vehicles, cell phone, computers, tools of the trade, and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The completion date for this contract will be 48 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).

- The person(s) who will be in-charge of Lab and Field Testing (must be an Illinois Licensed Professional Engineer).
- QC/QA Level I, II, and III Trained Technicians(s) in accordance with Section 900 of the Project Procedures Guide.
- Precast Prestressed PCI Level II Technician(s).
- The Document Technician (the person actively performing the documentation on the project must possess a current IDOT Construction Documentation Certificate. **(Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities.)**

The prime firm must be prequalified in the following categories to be considered for this project:

Special Services (Quality Assurance: HMA and Aggregate)
Special Services (Quality Assurance: PCC and Aggregate)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

11. **Job No. P-99-001-16, Phase I Engineering Services for the Proposed Shawnee Expressway from IL 3/IL 146 intersection to Interstate 57, Alexander, Pulaski, and Union Counties, Region 5/District Nine**

This project may contain Federal Funds.

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.07**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **November 4, 2012 at 10:00 A.M.** at the Region 5/District Nine Office in **Carbondale**.

Phase I Engineering Services are required for all work associated with the preparation of an anticipated Environmental Assessment (EA) or an Environmental Impact Statement (EIS) and supporting engineering reports for the eventual construction of a new roadway from the IL 3/IL 146 intersection to I-57. The project will include determining a preferred alignment. This effort will build upon other on-going preliminary engineering and environmental studies being performed in conjunction with the Shawnee Expressway. Key planning tools may include a public involvement program based upon the principles of Context Sensitive Solutions as per Department policy, and alternative developments and evaluation processes that utilizes a travel demand model and a Geographic Information System (GIS) database.

The department will furnish the Consultant with an existing GIS database, prints of old construction plans, existing right-of-way plats, existing and projected traffic data, an existing travel demand model, aerial mapping; Lidar mapping, accident data; utility coordination; archaeological, historical and architectural coordination and correspondence; biological survey coordination; hazardous waste survey coordination.

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibits A and B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer, that individual in charge who is directly involved in the development of contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer)
- The person who will perform the work in the area of preparing structural concepts (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and

must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

- The Environmental Lead, who will be responsible for the day to day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.
- The person in charge of CSS/Public Involvement procedures. Include a detailed description of CSS/Public involvement work he/she has directed involving facilitation of community advisory group meetings, public meetings and public hearings; organizing work groups and press conferences; drafting press releases and property owner contact letters, etc.

Statements of Interest must also provide the approach the firm would take on this project, managing experience, etc.

The prime firm must be prequalified in the following categories to be considered for this project:

Location/ Design Studies (New Construction/ Major Reconstruction)

Environmental Reports (Environmental Impact Statements)

Structures (Highway: Typical)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

12. **Job. No. C-30-001-16, Engineering Services for Painting Inspection of Various Structures Statewide, Bureau of Bridges and Structures.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 28, 2015 at 9:00 A.M.** at the Central Bureau of Bridges and Structures in Springfield.

Phase III engineering services are required for the supervision, inspection, and documentation of various painting contracts and other coatings related expertise statewide. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The services include providing contract supervision/inspection for various painting contracts as requested by the Districts and authorized by the Bureau of Bridge and Structures. Services also include providing paint coating failure analysis for ongoing or recently completed painting projects along with recommended solutions, providing technical assistance on specifications, special provisions and various other departmental policies, providing evaluations and recommendations of new painting, cleaning, or containment systems as necessary. The project also involves providing environmental monitoring assistance and training when necessary, and suitable traffic control according to departmental standards, when required.

For contract inspection, the Consultant will furnish approved engineer/technician(s) to act as Resident Engineer(s) on assigned projects. The Consultant will perform on-site inspection, maintain documentation, and submit pay estimates, change orders, and any other duties requiring the services of an engineer/technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

The Consultant will be required to furnish a laptop computer equal to the latest type used by the department for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

For other coatings related expertise, the Consultant will furnish approved personnel, documentation, and services as necessary to perform the work as assigned.

The department will furnish the Consultant with site specific plans and specifications per project, the existing special provisions, the 2012 Standard Specifications for Road and Bridge Construction, the 2015 Supplemental Specifications, any other available paint data, and a contact person(s) to act as a liaison between the Consultant and the department.

The Consultant is required to have the following:

- Five years of experience in construction management and inspection services during surface preparation and coating application.
- Three years of experience in environmental and worker monitoring on industrial lead paint removal projects.

- The use of a laboratory accredited by the American Industrial Hygiene Association (AIHA) for the analysis of metals for all worker exposure filter analyses including PM-10 and TSP-lead filters.
- A fully equipped analytical and physical testing laboratory to support technical and field personnel, as well as associated coatings and monitoring instrumentation necessary to support multiple field projects.
- Documented and acceptable quality control procedures.
- All the necessary equipment to provide or accomplish the above mentioned tasks.

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of the Project Manager for all aspects of the work (must be an Illinois Registered Professional Engineer).
- The person performing the duties of the Project Engineer (must be a National Association of Corrosion Engineers (NACE) Certified Coatings Inspector – Level 3).
- The person(s) performing the duties of the Resident Liaison Engineer/Technician(s) (must be a NACE Certified Coatings Inspector – Level 3).
- The Documentation Engineer/Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities.**

Statements of Interest must also include the following:

- Your firm's experience with this type of work, including the firm's experience in construction management and inspection and in environmental work and worker monitoring.
- Your firm's techniques for completion of this work.
- Names of key personnel along with resumes indicating qualifications including the registered Professional Engineer in charge of the project, the person who will act as a Project Engineer and the name(s) of the NACE Certified Coatings Inspector(s) who will act as Resident Liaison Engineer/Technician(s). (Exhibit A)
- A statement of your firm's ability to do the work in-house, or if necessary, what work you would need to subcontract.
- Name, location, and accreditation of laboratory to be used.
- A statement of your firm's ability to perform the work within the time described above.

- The firm's quality assurance and quality control plan.
- Name and phone number of the contact person in your organization.
- Firms calculated burden & overhead rate.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS). Firms interested in submitting for this item that are not currently prequalified must contact Carrie Kowalski to establish an account in EPAS so the firms can submit a Statement of Interest. Any procedural questions regarding Statements of Interest submittal and to set up an account in EPAS may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment at Carrie.Kowalski@illinois.gov.

13. **Job No. P-30-002-16, Bridge Ratings & Other Various Phase I/II Engineering for Structure Projects Statewide, Bureau of Bridges and Structures.**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 27, 2015 at 10:00 A.M.** at the Central Bureau of Bridges and Structures in **Springfield**.

Various structural engineering services are required by the Bureau of Bridges and Structures. Primary projects are anticipated to include load capacity ratings of existing and/or new structures, field investigations, and structural studies. Other projects may include plan preparation and plan review for the repair, rehabilitation, or replacement of structures, drafting services, policy investigation, and development, NBIS and Element Level Inspections and Load Rating Inspections. The Consultant may be required to provide the appropriate bridge inspection equipment to complete inspections and field investigations. The Consultant may also be required to provide the appropriate traffic control. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. Work for this project may be in either English or metric units.

The Consultant may be required to act as a Project Manager (PM) for various engineering services. The Consultant may be assigned to manage bridge load capacity ratings and the review and preparation of various IDOT phase II projects. The Consultant will be expected to perform work similar to an IDOT Project Manager & staff, and report to a Bureau of Bridges and Structures Group Leader, Unit Chief, or Section Chief. The work may include engineering, management, public coordination, administrative services, and other work as necessary to ensure assigned projects are brought to completion in accordance with established schedules. It is anticipated the Consultant will be required to conduct his/her work in the Bureau of Bridges and Structures' office 3-5 days per week.

The department will furnish the available documents and resources to the Consultant. Projects to be handled by the selected Consultant vary greatly in size and complexity as well as timing. The selected Consultant must have the capacity to absorb this work without adversely affecting other commitments while still completing these projects in the prescribed time. The Consultant shall maintain an office in the Springfield area.

The completion date for this contract will be 48 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- Person who will assume the duties of Project Manager for all aspects of the work: (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer).
- Person(s) who will perform the duties of the Project Engineer, defined as the individual-in-charge who is directly involved in bridge capacity ratings and phase II work: (must be an Illinois Licensed Structural Engineer). It is desired the Project Engineer have extensive experience in the load capacity rating of bridges using AASTHO-Ware Bridge Rating (formerly known as VIRTIS). In addition, the staff performing this work must be

identified. It is desired the Consultant have multiple Illinois Licensed Structural Engineers on staff available to work on this project.

- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person who will perform the work in the area of NBIS and Element Level inspections and training must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer and/or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Structural Engineer with adequate plan review experience).

The prime firm must be prequalified in the **Structures (Highway: Advanced Typical)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

14. **Job No. HPR-66-001-16, Field Collection of Traffic Data, Various Routes, Various Counties in Districts Three, Five, Seven and Nine, Office of Planning and Programming.**

This project contains Federal Funds.

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 29, 2015 at 1:00 P.M.** in Room 214 at the Harry R. Hanley Building in **Springfield**.

Engineering services are required for collection of approximately 10,700 24-hour field traffic counts in Districts Three, Five, Seven, and Nine. This will entail obtaining accurate machine traffic counts using magnetic lane counters, video devices, and road tube counters, and submitting the raw traffic data to the department's district project manager for processing.

Four different types of machine traffic counts are required:

1. 24-hour classification counts using magnetic lane counters (HiStars)
2. 24-hour volume counts using road tube counters
3. 24-hour Intersection turning movement counts with vehicle classification data from video devices (Miovision)
4. 24-hour vehicle classification on higher volume mainline routes from video devices (Miovision)

For 2016, we are requesting 24-hour machine counts at locations on unmarked routes throughout LaSalle, Champaign, Clark, Cumberland, Jasper, Lawrence, Jefferson, Johnson, and Williamson counties. In addition, we are requesting 24-hour machine counts at locations on Interstates throughout District Nine.

For 2017, we are requesting 24-hour machine counts at locations on the State Marked Route system (Interstates, US Routes, IL Routes) throughout District Three, District Five, District Seven and District Nine. In addition, we are requesting 24-hour machine counts at locations on unmarked routes in Bureau, Kankakee, Douglas, Clay, Edwards, Wabash, Wayne, Alexander, Hamilton, and Jackson counties. At intersections of State Marked Routes throughout District Three, District Five, District Seven and District Nine, 24-hour turning movement counts with vehicle classification from video devices are required. Additional locations on higher volume AADT routes will require the use of video camera devices to extract the traffic counts. In both years, 24-hour machine counts will be required at HPMS locations, structures, and railroad crossings to meet federal and state requirements.

The department may substitute counties other than those listed as necessary.

The department requires the 24-hour volume/classification counts be collected with passive magnetic sensors (lane counters) and not with road tubes. For the State Marked Route Counts (Interstates, US Routes, IL Routes), the Histar NC-300 passive magnetic sensor will be required for most locations. For unmarked routes with previous AADT less than 500, road tubes can be used to collect volume traffic data. Unmarked routes with previous AADT higher than 500 in most cases will require a HiStar traffic counter.

The 24-hour Intersection turning movement counts with vehicle classification data will require using the Miovision video collection unit or similar technologies that can accurately extract lane specific volume/classification traffic counts and turning movement data.

The 24-hour video data collection counts will require using the Miovision video collection unit or similar technologies that can accurately extract lane specific volume/classification traffic counts on high volume Interstate routes.

Send the video used to extract the turning movement and traffic data to IDOT.

Type of Count		District #	Estimated Traffic Count locations		Estimated Total Locations
			Year 2016	Year 2017	
1.	24-hour volume/classification	3	1,400	1,930	3,330
	24-hour volume/classification	5	500	470	970
	24-hour volume/classification	7	350	1,050	1,400
	24-hour volume/classification	9	40	600	640
2.	24-hour road tube counts	3	0	0	0
	24-hour road tube counts	5	750	300	1,050
	24-hour road tube counts	7	1,550	1,450	3,000
	24-hour road tube counts	9	0	0	0
3.	24-hour TMC Intersection counts	3	0	117	117
	24-hour TMC Intersection counts	5	0	58	58
	24-hour TMC Intersection counts	7	0	71	71
	24-hour TMC Intersection counts	9	0	87	87
4.	24-hour Video data mainline counts	3	0	5	5
	24-hour Video data mainline counts	5	0	0	0
	24-hour Video data mainline counts	7	0	0	0
	24-hour Video data mainline counts	9	0	5	5

All traffic control procedures utilized by the Consultant must follow the IDOT "Work Site Protection Manual" and the "Supplement to the Work Site Protection Manual" unless otherwise approved by the District in which the count is located.

The completion date for this contract will be 24 months after authorization to proceed.

Statements of Interest and key personnel on **Exhibit A** must include the following:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). Include current assignments, experience managing traffic count collection projects, location of office of assignment and percentage of time each month to be devoted to this project.
- The person who will perform the QC/QA review work of all milestone submittal documents.

- A proposal describing in detail on how the Consultant will accomplish the work, including any work that would be performed by a Sub-Consultant(s) and a schedule, which allows for completion of work by October 31 of each calendar year (2016 and 2017). The traffic counting season typically begins in March, weather permitting, and runs through October 31. Traffic counts are conducted Monday – Thursday. Counts will not be conducted the day before, the day of, or the day after Holidays (Memorial Day, July 4th, Labor Day, Columbus Day).
- A general description of the firm listing the location of major offices, number of employees in each major office and number of employees with actual experience in gathering traffic count data, and traffic counting equipment available to complete the contract.
- A description of traffic studies projects where field traffic data was collected by the firm within the past five years. Include timeframe of work, role of company in project, and number of counts completed. Provide the name, title, address and telephone number of the individual in the hiring organization who supervised your firm's work on each project. The department reserves the right to contact any of the named individuals to determine performance on the listed project(s).
- An outline of procedures the firm will have in place to provide quality control/quality assurance for this project.

Each counting season, the department will furnish GIS shapefiles indicating count locations, ACCESS database containing the list of traffic count locations and count type required for the Consultant's use in developing a count schedule approved by the department's project manager. Raw field traffic data will be sent to the department electronically along with an ACCESS database table containing locations counted to IDOT's SharePoint site. Field traffic data obtained by the Consultant must be submitted to the department's project manager within ten working days of completion of the count.

The Consultant must demonstrate a thorough knowledge of traffic counting procedures and the capability to furnish equipment and personnel to safely accomplish the project.

The prime firm must be prequalified in the **Special Studies (Traffic)** category to be considered for this contract.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).

15. **Job No. HPR-66-001-16, Field Collection of Traffic Data on Various Routes for Various Counties in District Four, District Six and District Eight, Office of Planning and Programming.**

This project contains Federal Funds.

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 29, 2015** at **9:00 A.M.** in Room 214 at the Harry R. Hanley Building in **Springfield**.

Engineering services are required for collection of approximately 10,500 24-hour field traffic counts in Districts Four, Six, and Eight. This will entail obtaining accurate machine traffic counts using magnetic lane counters, video devices, and road tube counters, and submitting the raw traffic data to the department's district project manager for processing.

Four different types of machine traffic counts are required:

1. 24-hour classification counts using magnetic lane counters (HiStars)
2. 24-hour volume counts using road tube counters
3. 24-hour Intersection turning movement counts with vehicle classification data from video devices (Miovision)
4. 24-hour vehicle classification on higher volume mainline routes from video devices (Miovision)

For 2016, we are requesting 24-hour machine counts at locations on unmarked routes throughout Henderson, McDonough, Warren, Christian, Logan, Macoupin, and Madison and counties.

For 2017, we are requesting 24-hour machine counts at locations on the State Marked Route system (Interstates, US Routes, IL Routes) throughout District Four, District Six and parts of District Eight. In addition, we are requesting 24-hour machine counts at locations on unmarked routes in Knox, Peoria, Sangamon, Greene, Jersey, and Marion counties. At intersections of State Marked Routes throughout District Four, District Six and parts of District Eight, 24-hour turning movement counts with vehicle classification from video devices are required. Additional locations on higher volume AADT routes will require the use of video camera devices to extract the traffic counts. In both years, 24-hour machine counts will be required at HPMS locations, structures, and railroad crossings to meet federal and state requirements.

The department may substitute counties other than those listed as necessary.

The department requires the 24-hour volume/classification counts be collected with passive magnetic sensors (lane counters) and not with road tubes. For the State Marked Route Counts (Interstates, US Routes, IL Routes), the Histar NC-300 passive magnetic sensor will be required for most locations. For unmarked routes with previous AADT less than 500, road tubes can be used to collect volume traffic data. Unmarked routes with previous AADT higher than 500 in most cases will require a HiStar traffic counter.

The 24-hour Intersection turning movement counts with vehicle classification data will require using the Miovision video collection unit or similar technologies that can accurately extract lane specific volume/classification traffic counts and turning movement data.

The 24-hour video data collection counts will require using the Miovision video collection unit or similar technologies that can accurately extract lane specific volume/classification traffic counts on high volume Interstate routes.

Send the video used to extract the turning movement and traffic data to IDOT on a monthly basis.

Type of Count		District #	Estimated Traffic Count locations		Total Locations
			Year 2016	Year 2017	
1.	24-hour volume/classification	4	0	800	800
	24-hour volume/classification	6	200	900	1,100
	24-hour volume/classification	8	0	350	350
2.	24-hour road tube counts	4	1,600	2,400	4,000
	24-hour road tube counts	6	1,700	2,300	4,000
	24-hour road tube counts	8	0	0	0
3.	24-hour TMC Intersection counts	4	0	120	120
	24-hour TMC Intersection counts	6	0	106	106
	24-hour TMC Intersection counts	8	0	17	17
4.	24-hour Video data mainline counts	4	0	8	8
	24-hour Video data mainline counts	6	0	20	20
	24-hour Video data mainline counts	8	0	5	5

All traffic control procedures utilized by the Consultant must follow the IDOT "Work Site Protection Manual" and the "Supplement to the Work Site Protection Manual" unless otherwise approved by the District in which the count is located.

The completion date for this contract will be 24 months after authorization to proceed.

Statements of Interest and key personnel on **Exhibit A** must include the following:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). Include current assignments, experience managing traffic count collection projects, location of office of assignment and percentage of time each month to be devoted to this project.
- The person who will perform the QC/QA review work of all milestone submittal documents.

- A proposal describing in detail on how the Consultant will accomplish the work, including any work that would be performed by a Sub-Consultant(s) and a schedule, which allows for completion of work by October 31 of each calendar year (2016 and 2017). The traffic counting season typically begins in March, weather permitting, and runs through October 31. Traffic counts are conducted Monday – Thursday. Counts will not be conducted the day before, the day of, or the day after Holidays (Memorial Day, July 4th, Labor Day, Columbus Day).
- A general description of the firm listing the location of major offices, number of employees in each major office and number of employees with actual experience in gathering traffic count data, and traffic counting equipment available to complete the contract.
- A description of traffic studies projects where field traffic data was collected by the firm within the past five years. Include timeframe of work, role of company in project, and number of counts completed. Provide the name, title, address and telephone number of the individual in the hiring organization who supervised your firm's work on each project. The department reserves the right to contact any of the named individuals to determine performance on the listed project(s).
- An outline of procedures the firm will have in place to provide quality control/quality assurance for this project.

Each counting season, the department will furnish GIS shapefiles indicating count locations, ACCESS database containing the list of traffic count locations and count type required for the Consultant's use in developing a count schedule approved by the department's project manager. Raw field traffic data will be sent to the department electronically along with an ACCESS database table containing locations counted to IDOT's SharePoint site. Field traffic data obtained by the Consultant must be submitted to the department's project manager within ten working days of completion of the count.

The Consultant must demonstrate a thorough knowledge of traffic counting procedures and the capability to furnish equipment and personnel to safely accomplish the project.

The prime firm must be prequalified in the **Special Studies (Traffic)** category to be considered for this contract.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).

16. **Job No. HPR-66-001-16, Field Collection of Traffic Data on Various Routes for Various Counties in District One and District Two, Office of Planning and Programming.**

This project contains Federal Funds.

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **October 28, 2015 at 1:30 P.M.** in Room 214 at the Harry R. Hanley Building in **Springfield**.

Engineering services are required for collection of approximately 9,900 24-hour field traffic counts in District One and District Two. This will entail obtaining accurate machine traffic counts using magnetic lane counters, video devices, and road tube counters, and submitting the raw traffic data to the department's district project manager for processing.

Four different types of machine traffic counts are required:

1. 24-hour classification counts using magnetic lane counters (HiStars)
2. 24-hour volume counts using road tube counters
3. 24-hour Intersection turning movement counts with vehicle classification data from video devices (Miovision)
4. 24-hour vehicle classification on higher volume mainline routes from video devices (Miovision)

For 2016, we are requesting 24-hour machine counts at locations on unmarked routes throughout DuPage, Will, Carroll, Jo Daviess, and Whiteside counties.

For 2017, we are requesting 24-hour machine counts at locations on the State Marked Route system (Interstates, US Routes, IL Routes) throughout District One and District Two. In addition, we are requesting 24-hour machine counts at locations on unmarked routes in McHenry, Lee, Ogle, and Winnebago counties. At intersections of State Marked Routes throughout District One and District Two, 24-hour turning movement counts with vehicle classification from video devices are required. Additional locations on higher volume AADT routes will require the use of video camera devices to extract the traffic counts. In both years, 24-hour machine counts will be required at HPMS locations, structures and railroad crossings to meet federal and state requirements.

In District One on divided 4-6 lane roadways (non-interstates) with higher traffic volumes, a truck with a truck mounted attenuator will be required when encroaching onto the roadway.

The department may substitute counties other than those listed, as necessary.

The department requires the 24-hour volume/classification counts be collected with passive magnetic sensors (lane counters) and not with road tubes. For the State Marked Route Counts (Interstates, US Routes, IL Routes), the Histar NC-300 passive magnetic sensor will be required for most locations. For unmarked routes with previous AADT less than 500, road tubes can be used to collect volume traffic data. Unmarked routes with previous AADT higher than 500 in most cases will require a HiStar traffic counter.

The 24-hour Intersection turning movement counts with vehicle classification data will require using the Miovision video collection unit or similar technologies that can accurately extract lane specific volume/classification traffic counts and turning movement data.

The 24-hour video data collection counts will require using the Miovision video collection unit or similar technologies that can accurately extract lane specific volume/classification traffic counts on high volume Interstate routes.

Send the video used to extract the turning movement and traffic data to IDOT on a monthly basis.

Type of Count		District #	Estimated Traffic Count locations		Total Locations
			Year 2016	Year 2017	
1.	24-hour volume/classification	1	2,300	1,400	3,700
	24-hour volume/classification	2	350	1,400	1,750
2.	24-hour road tube counts	1	0	0	0
	24-hour road tube counts	2	1,250	2,800	4,050
3.	24-hour TMC Intersection counts	1	0	216	216
	24-hour TMC Intersection counts	2	0	107	107
4.	24-hour Video data mainline counts	1	0	35	35
	24-hour Video data mainline counts	2	0	0	0

All traffic control procedures utilized by the Consultant must follow the IDOT "Work Site Protection Manual" and the "Supplement to the Work Site Protection Manual" unless otherwise approved by the District in which the count is located.

The completion date for this contract will be 24 months after authorization to proceed.

Statements of Interest and key personnel on **Exhibit A** must include the following:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer). Include current assignments, experience managing traffic count collection projects, location of office assignment and percentage of time each month to be devoted to this project.
- The person who will perform the QC/QA review work of all milestone submittal documents.
- A proposal describing in detail on how the Consultant will accomplish the work, including any work that would be performed by a Sub-Consultant(s) and a schedule, which allows for completion of work by October 31 of each calendar year (2016 and 2017). The traffic counting season typically begins in March, weather permitting, and runs through October 31. Traffic counts are conducted Monday – Thursday. Counts will not be conducted the day before, the day of, or the day after Holidays (Memorial Day, July 4th, Labor Day, Columbus Day).

- A general description of the firm listing the location of major offices, number of employees in each major office and number of employees with actual experience in gathering traffic count data, and traffic counting equipment available to complete the contract.
- A description of traffic studies projects where field traffic data was collected by the firm within the past five years. Include timeframe of work, role of company in project, and number of counts completed. Provide the name, title, address and telephone number of the individual in the hiring organization who supervised your firm's work on each project. The department reserves the right to contact any of the named individuals to determine performance on the listed project(s).
- An outline of procedures the firm will have in place to provide quality control/quality assurance for this project.

Each counting season, the department will furnish GIS shapefiles indicating count locations, ACCESS database containing the list of traffic count locations and count type required for the Consultant's use in developing a count schedule approved by the department's project manager. Raw field traffic data will be sent to the department electronically along with an ACCESS database table containing locations counted to IDOT's SharePoint site. Field traffic data obtained by the Consultant must be submitted to the department's project manager within ten working days of completion of the count.

The Consultant must demonstrate a thorough knowledge of traffic counting procedures and the capability to furnish equipment and personnel to safely accomplish the project.

The prime firm must be prequalified in the **Special Studies (Traffic)** category to be considered for this contract.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering Prequalification and Agreement System (EPAS).

Notice

Documentation of Erosion and Sediment Control Training Revised 1-26-15

Effective May 10, 2013, the Illinois Department of Transportation (IDOT) issued Department Policy D&E-23 (Erosion and Sediment Control Training) which established an Erosion and Sediment Control Training requirement for engineering consultants and Department staff. Training is conducted through the Illinois Center for Transportation (ICT). The policy also established a timeframe of January 1, 2015 for consultants and staff to have training.

Three courses have been established:

- Fundamentals of Storm Water Pollution and Erosion and Sediment Control
- Erosion and Sediment Control for Designers
- Erosion and Sediment Control for Construction

To ensure D&E-23 is being fully implement, Phase II selected consultants or their sub-consultant who are signing off on all plans requiring a Storm Water Pollution Prevention Plan (SWPPP) BDE Form 2342 shall provide a copy of the ICT issued training certificate during the negotiation stage of the project for both Fundamentals of Storm Water Pollution and Erosion and Sediment Control and Erosion and Sediment Control for Designer.

Phase III selected consultants or their sub-consultant who involved with construction inspection shall provide a copy of the ICT issued training certificate during the negotiation stage of the project for both Fundamentals of Storm Water Pollution and Erosion and Sediment Control and Erosion and Sediment Control for Construction.

Individuals who have completed the Fundamentals course are considered current for an indefinite period. However, the course for Designers and Construction are considered current for a period of five years.

Lastly, other erosion control training/certification may be acceptable for consultants or their sub consultants; however, the IDOT Storm Water Committee will review any external erosion control training/certification submitted by consultants to determine if it will be accepted.

Navigating the web-site for Engineering Consultant Firms.

This gives a quick overview of the website and locations of data typically used by Consultant Engineering firms.

Most information is located under the Doing Business, Procurements, Engineering, Architectural & Professional Services: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

Erica J. Borggren, Acting Secretary

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Other Procurement

Prior to any road or bridge being constructed, the department identifies the need for specialized work in order to complete IDOT's [Multi-Modal Multi-Year Transportation Improvement Program](#). To accomplish the program without appreciably increasing the number of IDOT personnel or performing services for which the department does not have specialized expertise, the department seeks out the services of professional engineering, land surveying and architectural firms.

In order to work for the department in this capacity, firms must first seek prequalification in specialized categories. Once prequalified a firm is eligible to submit a statement of interest on advertised projects. If selected, the firm follows department rules and regulations until fulfillment of the contractual obligation.

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Quick Links

Consultant Resources

EPAS

Highways Procurement Policy Review (HPPR)

Industry Marketplace

Vendor Documents System

Consultant Resources: All the highway standards, specifications etc. These are resources used to create Planning/Project Reports and Plans, Specs and estimates for roads and bridges.

EPAS: The Logon Screen

HPPR: Shows for Consultant Agreements, the firm selected, number of firms interested, pertinent dates.

Industry Market Place: provides up to date data for firms related to the industry.

Vendor Documents System: Log on Screen

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Engineering, Architectural & Professional Services

Prior to any road or bridge being constructed, the department identifies the need for specialized work in order to complete IDOT's [Multi-Modal Multi-Year Transportation Improvement Program](#). To accomplish the program without appreciably increasing the number of IDOT personnel or performing services for which the department does not have specialized expertise, the department seeks out the services of professional engineering, land surveying and architectural firms.

In order to work for the department in this capacity, firms must first seek prequalification in specialized categories. Once prequalified a firm is eligible to submit a statement of interest on advertised projects. If selected, the firm follows department rules and regulations until fulfillment of the contractual obligation.

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Prequalification

All engineering, land surveying and architectural consultants interested in providing services to IDOT, whether as a prime or subconsultant, must be prequalified with the department. IDOT prequalifies architectural/engineering consultants in multiple transportation categories of service. Prequalification is based on the firm's and the individual's professional experience and qualification. Annual updates to statements of experience and financial condition must be completed to maintain prequalification status. The process is governed by state Statute ([30 ILCS 535/1](#)).

There are approximately 400 firms prequalified with IDOT that are able to submit interest on engineering, land surveying and architectural project advertisements. Updated every Friday, the [List of Prequalified Consultants](#) and [List of Prequalified DBE Consultants](#) provides the firm name, address, DBE status, contact person, phone number, fax number and prequalified IDOT category or categories.

Outlined below is information on how your firm can become prequalified, renew their prequalification, and/or add prequalification categories:

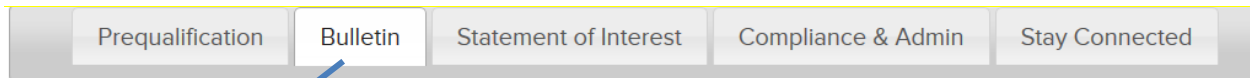
Prequalification

1. Review the [Description and Minimum Requirements for Prequalification](#) to select which category or categories best matches the firm's expertise.
2. Request access to IDOT's [Engineering Prequalification and Agreement System \(EPAS\)](#). Firms new to prequalification with IDOT must request an [EPAS](#) account. EPAS is a web-based database where Statements of Experience and Financial Condition (SEFC) and Statements of Interest (SOI) are submitted electronically to IDOT. To request an account:

Email Carrie.Kowalski@illinois.gov. Indicate your firm's interest in becoming a prequalified engineering consultant and attach the federal form, W-9.

Once an account has been established, [EPAS](#) can be accessed. The [EPAS Instruction Manual](#) is also provided to assist in the navigation of the system.

3. Submit an application: To become Prequalified, the Statement of Experience and Financial Condition (SEFC) must be completed directly in [EPAS](#) and [EPAS](#) will clarify all requirements.
4. Check status of application: Log On to [EPAS](#). Status of application will be displayed.



Bulletin

IDOT advertises for professional services four times a year via the Professional Transportation Bulletin (PTB) and makes this schedule public via the PTB Schedule (below). The PTB contains information pertaining to the advertisements for offers of interest for professional engineering, land surveying and architectural services for IDOT projects. On occasion, a special bulletin is necessary. Below you will find the active PTB as well as supplementary information. If wishing to review archived bulletins and press releases please navigate to [Resources](#).

- [PTB 174r2](#) (revised 11-20-14)

Negotiation Information

To view the most current negotiation meeting information on particular advertised items please [click here](#). This information has not been finalized and is subject to change. Contact the appropriate District for questions regarding a particular Item.

▼ Tentative PTB Schedule

Activity	Publish PTB	Statements of Interest Due	Selection Meeting
PTB 173	8/7/2014	8/28/2014	10/22/2014
PTB 174	11/6/2014	12/4/2014	1/28/2015

Statement of Interest (SOI)

Engineering, land surveying and architectural firm selections for PTB items are Quality Based. The review of the department's governing state statute ([30 ILCS 535/1](#)) is encouraged.

Firms interested in a project, are required to submit an SOI by the advertised due date to be considered for an advertised project. To submit an SOI:

1. Log on to the [Engineering Prequalification and Agreements System \(EPAS\)](#) and follow the prompts for requirements and review the [EPAS Instruction Manual](#).
2. Complete and upload the following forms to EPAS:
 - [BDE DISC 2 Template](#)
Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure
 - [BDE 2900](#)
Disclosure of Business Operations in Iran

Selection will occur on the date specified in the published PTB.

▼ Things to Keep in Mind While Completing a SOI

Disadvantaged Business Enterprises (DBE) Goal

IDOT strives to maintain an equitable distribution of work for its many business partners. One way to accomplish this is through the department's administration of the federally mandated DBE Program. The DBE program is intended to provide contracting opportunities to small businesses owned and controlled by socially and economically disadvantaged individuals. On most projects a DBE percentage goal is required.

To view the directory of DBE firms that are certified please view the [IL UCP](#) (updated every

Location of forms etc., for use in doing an agreement contract with IDOT


Prequalification	Bulletin	Statement of Interest	Compliance & Admin	Stay Connected
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Compliance & Administration

Selected firms will receive the name of the IDOT Project Manager who will be the sole point of contact for the contract. This section of the website organizes all relevant information needed from the following processes.

• Agreement Execution	Administration of the Project	Policy & Procedures
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Agreement Execution

The [Standard Agreement Provisions for Consultant Services \(SAPCS\)](#)  are incorporated into the agreement and along with the scope of services, schedule, and cost. The agreement process is initiated after the selection is made in accordance with the Architectural, Engineering and Land Surveying Qualifications Based Selection Act.

For the requirements of a complete agreement proposal package please select the appropriate type of agreement below.

▼ Prime Agreement

In order to execute an agreement between the selected firm and IDOT, additional requirements are needed before the project can officially begin (or continue).

Prime Agreement:


1. Assemble Proposal Package for a Prime Agreement: The following forms are required to enter into a Prime Agreement with IDOT. All forms are submitted to the assigned Project Manager unless otherwise noted below.

▼ Requirements


- [Direct Cost Check Sheet: BDE 436](#) 
- [Consultant Employee Utilization Form: BDE 2350](#) 
- Cost Estimate of Consultant Services Worksheets (CECS):
 - [Anniversary Cost Plus](#) 
 - [Anniversary Direct Labor Multiple \(2.85\)](#) 
 - [Anniversary Direct Labor Multiple \(2.80\)](#) 
 - [Anniversary Direct Labor Multiple](#) 
 - [Fixed Cost Plus](#) 
 - [Fixed Direct Labor Multiple \(2.85\)](#) 
 - [Fixed Direct Labor Multiple \(2.80\)](#) 
 - [Fixed Direct Labor Multiple](#) 
 - [Escalation Template](#) *
- Draft Narrative of Project Schedule and/or Bar Chart of Project Schedule
- Draft Scope of Work (customized and emailed in Microsoft Word format)
- [Title VI-Nondiscrimination in Federally Assisted Programs: EEO 1981](#) 
- Negotiation Meeting Minutes
- [Prime Subconsultant Agreement](#)  **

- Quality Assurance/Quality Compliance Plan


*Submitted to DOT.Escalation@illinois.gov 

**Uploaded to [Vendor Documents Database](#)  once complete proposal package is received by the department and the contract number appears under the contract listing.


► Facilities Capital Cost of Money

2. Submit Subconsultant related documentation: The prime firm must upload subconsultant disclosure forms and copies of subconsultant agreements to the [Vendor Documents Database](#)  for each project they have been selected for.

Please note: It is the prime's responsibility to collect and upload prime and subconsultant continuing disclosures forms. These forms should be submitted starting at the end of the fiscal year (June) and should be uploaded by the beginning of the new fiscal year (July). If these requirements are not met the firm's contract will be at risk and will be contacted by the department's Procurement Office.

3. Multi-Year Contract Certification. The Illinois Procurement Code requires that every person who has entered into a multi-year contract and every subcontractor with a multiyear subcontract shall certify, by July 1 of each fiscal year covered by the contract after the initial fiscal year, to the responsible Chief Procurement officer whether it continues to satisfy the certification requirements of Article 50 pertaining to eligibility for a contract award. 30 ILCS 500/50-2. To view the certifications and additional requirements of [Article 50](#) . Please fill out the form below:

- [Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract](#) 

4. Highway Procurement Policy Review (HPPR): To view active engineering, architectural, professional service agreements, and/or supplemental agreements please navigate to [HPPR](#) .

For Supplemental:


▸ Supplemental Agreement

The following forms are required if an amendment is made to the Prime Agreement and is still within the advertised scope of work.


1. Submit Proposal Package for a Supplemental Agreement: All requirements are submitted to the appropriate Project Manager unless otherwise noted below.

▸ Requirements


▸ Facilities Capital Cost of Money

2. Submit Subconsultant related documentation: The prime firm must upload subconsultant disclosure forms and copies of subconsultant agreements to the [Vendor Documents Database](#)  for each project they have been selected for.

Please note: It is the prime's responsibility to collect and upload prime and subconsultant continuing disclosures forms. These forms should be submitted starting at the end of the fiscal year (June) and should be uploaded by the beginning of the new fiscal year (July).

3. Multi-Year Contract Certification. The Illinois Procurement Code requires that every person who has entered into a multi-year contract and every subcontractor with a multiyear subcontract shall certify, by July 1 of each fiscal year covered by the contract after the initial fiscal year, to the responsible chief procurement officer whether it continues to satisfy the certification requirements of Article 50 pertaining to eligibility for a contract award. 30 ILCS 500/50-2. To view the certifications and additional requirements of Article 50 [click here](#) . Please fill out the form below:

- [Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract](#) 

4. Highway Procurement Policy Review (HPPR): To view active engineering, architectural, professional service agreements, and/or supplemental agreements please navigate to [HPPR](#) .

Administration of the Project

This section lists all forms that must be submitted by consultants throughout the contract term. Included are forms related to: (1) invoices (2) closing out a project and (3) firm changes.

▼ Invoices

Depending on the type of agreement, please choose the appropriate invoice to bill the department. All invoices are to be submitted to the Project Manager to get processed.

- [Cost Plus Fixed Fee: BDE 430 \(03/29/10\)](#) 
- [Cost Plus Fixed Fee Phase III: BDE 434 I \(12/20/12\)](#) 
- [CPFF with Unit Prices: BDE 433 \(03/29/10\)](#) 
- [Direct Labor Multiplier: BDE 428 \(03/29/10\)](#) 
- [Direct Labor Multiple Phase I & II: BDE 431 \(03/29/10\)](#) 
- [DLM with Unit Prices: BDE 424 \(03/29/10\)](#) 
- [Lump Sum: BDE 426 \(03/29/10\)](#) 
- [Specific Hourly Rate: BDE 427 \(4/06\)](#) 
- [S.U.E. formerly BDE 2545: BDE 429 \(03/29/10\)](#) 

► Firm Changes

► Closing out a Project

Stay connected allows firms to sign up or opt out of receiving data regarding Consultant Related Issues.

Prequalification

Bulletin

Statement of Interest


Compliance & Admin

Stay Connected

Stay Connected


The website is IDOT's primary way of doing business. The subscription server emails are an added courtesy the department provides. By subscribing you will receive both the Prequalification of Consultant Engineering Firms list as well as the Professional Transportation Bulletin directly via the email you enter.

Instructions to Subscribe

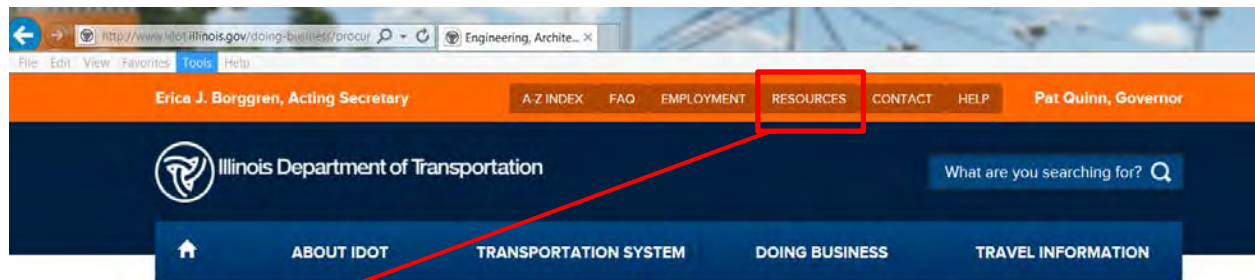
1. Prepare and send an email to the IDOT Subscription Server by using the following email address subscribe-dot-ptb@lists.illinois.gov .
2. A confirmation email will be sent to the subscriber with instructions.



Instructions to Unsubscribe

1. Prepare and send an email to the IDOT Subscription Server by using the following email address unsubscribe-dot-ptb@lists.illinois.gov .

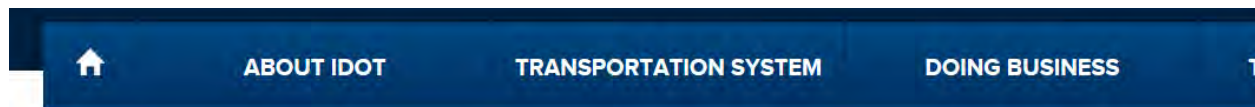
Using the Top Orange Ribbon:



Go to Resources, under Archives are the previous Professional Transportation Bulletin and selected consultants

Resources

This page is designed to help our visitors and users find a comprehensive list of manuals/guides, forms, reports etc. without having to access individual pages within the four main areas on the primary navigation of the site.



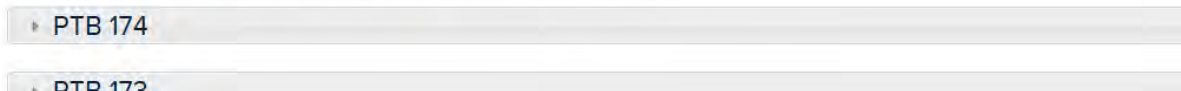
[Resources Home](#) | [Archives](#) | [Professional Transportation Bulletin Archives](#) | [Transportation](#)

Professional Transportation Bulletin Archives

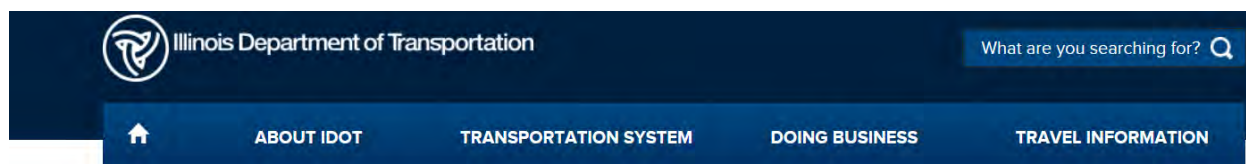
The following is a collection of past professional transportation bulletins advertised by IDOT. Contained below by year Transportation Bulletin and press releases. To view the current professional transportation bulletin navigate to [Engineer Professional Services: Bulletin](#).



2014 Archived Bulletins & Press Releases



Under Resources, Forms go to “D” and the Bureau of Design & Environment forms are located there.



Resources

This page is designed to help our visitors and users find a comprehensive list of manuals/guides, forms, reports etc. without having to access individual pages within the four main areas on the primary navigation of the site.



Archives



Forms



Manuals & Guides








Standards

A | B | C | **D** | L | M | O | P | Q | S | T

Forms

The following is a complete list of forms in accordance to the alphabet letter chosen above. The following are in order by Division/Office and for number.

▾ Design and Environment

- [BDE 124: Request for Authorization to Bid/or Not For Bid Status \(08/20/14\)](#) 
- [BDE 213: Estimate of Cost \(4/01/10\)](#) 
- [BDE 220A: Estimate of Time Required \(2/14/08\)](#) 
- [BDE 2289: Cultural and Natural Resources Review of Borrow Areas \(1/30/12\)](#) 
- [BDE 2290: Waste/Use Area Review \(3/7/12\)](#) 

NOTICE OF TRAINING OPPORTUNITY

Updated 9-23-14

LAKELAND COLLEGE TRAINING COURSES

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Kathy Willenborg

Lake Land College

5001 Lake Land Blvd.

Mattoon, IL 61938-9336

Phone: (217) 234-5285

Fax: (217) 234-5381 E-Mail: idotqcqa@lakeland.cc.il.us

Internet Homepage: <http://www.lakeland.cc.il.us/as/idt/index.cfm>

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

<https://www.nhi.fhwa.dot.gov/default.aspx>

NATIONAL TRANSIT INSTITUTE (NTI) COURSES

The National Transit Institute (NTI) Course listing as well as other pertinent information is available at the following address:

<http://www.ntionline.com>

ILLINOIS CENTER FOR TRANSPORTATION

University of Illinois at Urbana-Champaign Erosion Control Research and Training Center (ECRTC).

Please visit the web-site for further information on course schedule and registration information:

<http://ict.illinois.edu/outreach/erosion-control-workshop/>

For questions about registration and cancellations contact:

Trachia Wilson

Email: tstolz@illinois.edu

Phone: 217-300-3197.

Notice for Teaming Clarification

5-1-14

The Joint Venture terminology is no longer being used. We are still allowing the practice of multiple firms joining efforts (prequalification categories and staff) to submit as a prime on a Professional Transportation Bulletin. Only the name has changed. The term Teaming is now used instead of Joint Venture. The Name Change is the only change.

The action of joining forces with another consultant to submit on a Professional Transportation Bulletin is now called Teaming. All policies and procedures referring to Joint Venture still apply with Teaming as the new name of the effort.

When submitting as a team, the collective prequalifications of the team are used to determine eligibility. When a Team is selected, negotiations proceed with the Team. Contracts are executed with the Team at the end of successful negotiations.

Statements submitted by Teams may be considered unless specifically prohibited in the advertisement. The Team Agreement is signed by all parties and must be included with the statement of interest.

The Team entity will have the sum of the individual firms' prequalification, capacity and evaluation history. IDOT **DOES NOT** have a form for Team agreements. The firms submitting as a Team are required to obtain and submit the Team agreement.

If a firm is submitting as part of a Team, then the firm may not submit as a prime alone or as part of another Team on the same item. The required insurance coverage applies to the Team entity. Each individual firm's current obligations (work left), delinquent debt, Iran disclosure, and disclosure forms A&B must be completed by each of the team members.

The Team entity will submit one statement of interest with the following specified:

- The firm managing the Team/Project, i.e. the lead firm;
- The Firm invoicing (typically the lead firm);
- The firm responsible for each prequalification category (must be prequalified in the category of work the firm is performing);
- Key personnel names with firm name on Exhibit A.

Teams can be submitted through EPAS. The firm's interested in performing as a Team must coordinate with each other and submit through EPAS. The lead firm should submit the Team Agreement and the Team entities must submit the required forms. See the EPAS Instruction manual.

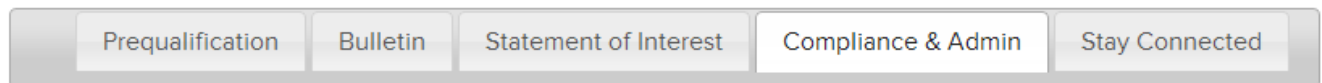
Review the EPAS Instruction Manual for details on submitting Statements of Interest through Teaming: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#SOI>

Notice

Reminder for Payroll Rate Sumbittal

To avoid delays and expedite the agreement process it is critical to use the latest forms. Go to the IDOT website and use the latest form for updating the firms Payroll Rates. **Do Not use existing forms.** [Escalation Template](#) Revised 10/13.

Additional Information for the Cost Estimates and Consultant Services is available on the website: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Resources>



Compliance & Administration


Selected firms will receive the name of the IDOT Project Manager who will be the sole point of contact for the contract. This section of the website organizes all relevant information needed fro the following processes.

Agreement Execution

Administration of the Project

Policy & Procedures

Agreement Execution

The [Standard Agreement Provisions for Consultant Services \(SAPCS\)](#)  are incorporated into the agreement and along with the scope of services, schedule, and cost. The agreement process is initiated after the selection is made in accordance with the Architectural, Engineering and Land Surveying Qualifications Based Selection Act.

For the requirements of a complete agreement proposal package please select the appropriate type of agreement below.

▸ Prime Agreement

▸ Supplemental Agreement

NOTICE:

Now available on the internet:

- Templates for Quarterly and Final Mentor-Protégé Reports.
- Mentor-Protégé Implementation has been revised.
- Assessment Templates for the Mentor and Protégé are also available.

See : <http://www.idot.illinois.gov/doing-business/procurements/Industry-Marketplace/mentor-protege/index#Engineering>

Construction

Engineering

Engineering

The Engineering Mentor-Protégé Program was created in 2009 at the Illinois Department of Transportation. Please select from the following topic below to view more information.





▸ Learn More

▸ How to Get Started


▾ Forms

This section provides necessary forms/templates your firm will need to access/complete throughout the duration of the agreement.



Submitting a Plan

- [Plan approval letter template](#) 
- [Phase I Mentor Protégé Example Template](#) 
- [Phase II Mentor Protégé Example Template](#) 
- [Phase III Mentor Protégé Example Template](#) 


Compliance

- [Mentor-Protégé Compliance Check Sheet](#) 

Reporting

- [Quarterly Report](#) 
- [Final Report](#) 

Required Assessments

- [Mentor Assessment](#) 

NOTICE

2-26-13

This requirement is NOT a criteria for Selection.

For PTB 166 and all subsequent PTB's and related supplements:

TRAINING/APPRENTICESHIP PROGRAMS. The CONSULTANT and all CONSULTANT's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all on-site construction related activities, including material testing and drilling, performed by laborers, workers and mechanics. For purposes of this Agreement, engineers, architects and land surveyors are considered "professional services" as defined in Section 30-15 of the Procurement Code and are not considered laborers, workers or mechanics. With respect to material testing and drilling, these requirements do not apply where the work is performed in a county without a prevailing wage classification for material testing as provided by the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq.

For the listing of prevailing wage classifications within a county, go to The Illinois Department of Labor.

<http://www.illinois.gov/idol/Pages/default.aspx>

SB 51 Rules

Impacts

- Reporting is required on all communications with outside entities that do or want to do business with a state employee if the conversation is procurement specific.
- IDOT immediately recognizes the issues with reporting publically procurement conversations.
- IDOT stopped scheduling meetings with outside entities about future procurements.

SB 51 Communications Reporting Aftermath

- Two long years pass
- Firm/vendors hire and lose talent
- Firm/vendors purchase new technology
- Firm/vendors develop other relationships

SB 51 Communications Report Relief

- Senator Harmon has a task force that is looking at the procurement reform legislation to see if additional changes to the procurement laws are appropriate.
- Task force will continue their work through the summer.
- No action to date.

New Rules

- IDOT staff determines their schedule.
- Firm/vendor must provide an agenda two days before the meeting.
- Consulting firm/firm/vendor must take notes.
- All IDOT employees should also take notes.
- Outside entities must sign an OCC 2500 Form that they are aware of the communications reporting laws and will adhere to all of IDOT's policies.
- Lobbyists of firm/vendors are not prohibited from attending these scheduled meetings since no reportable discussions are to take place. Meetings with lobbyists are permissible as long as these rules are followed.
- No meetings less than two weeks before a Selection Committee Meeting or construction letting.
- All notes, the form signed by the firm/vendor and the agenda provided should be retained by the IDOT employee that scheduled the meeting.

▪ Discussions are limited to:

- Firm/vendor personnel
- Firm/vendor past experience
- Work done for local agencies, other state agencies or other states
- Technology
- Goods or Services performed by firm/vendor

▪ NO PROCUREMENT DISCUSSION – PERIOD

- If procurement discussions occur, we take firm/vendors notes, add ours as necessary and post them on the internet.
- If procurement discussions occur, firm/vendor may be barred from meeting with anyone from IDOT for a year.

Notice

Documentation of Contract Quantities Class

Since July 2008, the "Documentation of Contract Quantities" class and re-tests have been administered by the University of Illinois- Illinois Center for Transportation, and coordinated by Mary J. Fries of the University of Illinois. The Illinois Center for Transportation (ICT) <http://ict.illinois.edu/> is an innovative partnership between IDOT and the University of Illinois at Urbana-Champaign (UIUC). All transactions and correspondence will now be through ICT and no longer with the Illinois Department of Transportation (IDOT) Central Bureau of Construction. Fees are now being charged for all classes and retests and will be required at the time of registration. Mary J. Fries can be contacted at mjfries@illinois.edu or (217)552-2432. Course and retest dates typically take place from November through April.

For consultant and local agency enrollment, as well as answers to frequently asked questions (FAQ), the "Documentation of Contract Quantities" is located at the U of I training website <http://ict.illinois.edu/outreach/documentation-training/>

Typically, in late September/early October the class schedule for the next fall/winter/spring's Documentation of Contract Quantities classes is posted. Also, firms can sign up for an automatic email reminder via ICT's website (see "Join Notification List") whenever new information is posted on their website.

NOTICE

METHOD OF PAYMENT

Effective 01-26-11

All future projects, beginning with PTB 159, will utilize the **Cost Plus Fixed Fee (CPFF)** method of compensation.

CPFF formula:

Compensation = DL+DC+OH+FF

Where FF:

For Prime Agreements is:

$(0.37 + R)DL + \%DL$

When % is:

1 or 2 sub-consultants = 10% of Direct Labor (DL) of Subs

3 or 4 sub-consultants = 12% of Direct Labor (DL) of Subs

5 or more sub-consultants = 15% of Direct Labor (DL) of Subs

For Sub-Consultants

$(0.37 + R)DL$

Where:

R= Complexity Factor: 0, 0.035, or 0.07

DL = Direct Labor

DC= Direct Cost

OH= Overhead Rate

Notice Of IDOT ELECTRONIC ENGINEERING CONSULTANT SUBSCRIPTION SERVICE November 10, 2010

To receive updates related to the Prequalification of Consultant Engineering Firms, the Publishing of the Professional Transportation Bulletin, or other information related to Consultant Engineering through the free subscription service; please follow the instructions for subscribing. The information for both these items will be automatically e-mailed to the subscriber upon release.

Located at: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Connect>

Instructions to Subscribe

Please Note:

By subscribing to the IDOT-PTB list, you will receive both the Prequalification of Consultant Engineering Firms list as well as the Professional Transportation Bulletin

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: subscribe-dot-ptb@lists.illinois.gov
2. Send message
3. A confirmation e-mail will be sent to the subscriber asking them to reply or click a link.

Instructions to Unsubscribe

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: unsubscribe-dot-ptb@lists.illinois.gov
2. Send the message.
3. A confirmation e-mail will be sent to you removing you from the subscription list.

Return To: Cement and Concrete Reference Laboratory
At NIST
100 Bureau Drive, Stop 8616
Gaithersburg, Maryland 20899-8618
Phone: 301-975-6704
Fax: 301-975-2243
Email: ccrl@nist.gov

APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:

Name: Mark Gawedzinski, BMPR Pre-Qualification Coordinator
Company: Illinois Department of Transportation
Bureau of Materials and Physical Research
Address: Springfield, Illinois
Email Address: mark.gawedzinski@illinois.gov
Phone: 217-782-2799

For:

Laboratory Name: _____
Address: _____

Phone Number: _____
CCRL Laboratory Number: _____

I hereby give permission to CCRL to release copies of proficiency sample reports:

Signature (mandatory) Date

Print Name

Print Title

E-mail Address

This release remains in effect as long as this laboratory participates in the CCRL proficiency sample program.

NOTICE
Effective January 24, 2008

Illinois Department of Transportation
Requirements for Verification of Quality Assurance Consultants Enrollment in
the AMRL Proficiency Assessment Program

As part of the prequalification process, Consultants wanting to become precertified as a Quality Assurance Consultant must be enrolled in the AASHTO AAP Proficiency Assessment Program. IDOT now requires consultants enrolled in the program allow IDOT access to their proficiency ratings via the AASHTO AMRL web site. In order to meet the terms of this requirement, as part of the prequalification process, each consultant is directed to the AASHTO web site at:

<http://amrl.net>

Log in to the site as you would to report your firms' proficiency assessment results. Once the firm has logged into the AASHTO web site, complete the following steps:

- Select the black "My Lab" tab at the top of the page.
- Then Under Lab Account in the left column, select Manage PSP Specifiers.
- Select Add New Specifier and then from the dropdown list, select IL Dept of Transportation.
- Select Configure Enrollment Specifiers.
- Make the following samples available for evaluation with unlimited time periods:

AASHTO (Illinois Modified)	ASTM	Description
AGGREGATES		
T 11 (IL)	C117	75-µm (No. 200) by Washing
T 27 (IL)	C136	Sieve Analysis of Fine and Coarse Aggregates
T 84 (IL)	C128	Specific Gravity and Absorption of Fine Aggregate (Slag Labs Only)
T 85 (IL)	C127	Specific Gravity and Absorption of Coarse Aggregate (Slag Labs Only)
HOT-MIX ASPHALT		
T 166 (IL)	D2726	Bulk Specific Gravity
T 209 (IL)	D2041	Maximum Specific Gravity
T 312 (IL)		Superpave Gyratory compaction
T 308 (IL)		Asphalt Binder Content by Ignition
CONCRETE		
T 22 (IL)	C 39	Compressive Strength of Cylinders
T 23 (IL)	C 31	Making and Curing Test Specimens in the Field
T 119 (IL)	C 143	Slump
T 121 (IL)	C 138	Weight, Yield, and Air Content
T 126 (IL)	C 192	Making and Curing Test Specimens in the Laboratory
T 152 (IL)	C 231	Air Content-Type A or B Pressure Method
T 196 (IL)	C 173	Air content by Volumetric Method (if performed)

- Select Next
- Select Finish

Once the process is complete, consultants will no longer be required to submit AASHTO AMRL Proficiency Results as part of the prequalification process.

Contact the Consultant Services Unit of the Illinois Department of Transportation, Bureau of Design and Environment at (217)-782-6916 or the Bureau of Materials and Physical Research at (217) 782-7200 if you require additional information.

Laura Mlacnik, P.E.
Engineer of Materials
And Physical Research

Notice For

Department Manuals, Memorandums, & Rules

The following is available on our website: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/index>

Aeronautics Part 14 Aviation Safety Rules

Aeronautics Part 16 Airport Hazard Zoning Rules

All Bridge Designer Memoranda

Bureau of Bridges and Structures Documents, Manuals and Procedures

Bureau of Construction Current Construction Memorandums Bureau of Design and Environment Manuals & Memorandums Bureau of Land Acquisition Policies and Procedures Manual Updates

Coded Pay Items

CREATE Manuals

Land Acquisition Manual

Bureau of Local Roads Circular Letters

Bureau of Local Roads Manual

Bureau of Safety Engineering Programs, Policies & Manuals

Construction Manual

Geotechnical Documents Manuals and Procedures

Government Electronic Records Act

IDOT Drainage Manual

Illinois Highway Info System Roadway Info & Procedure Manual

Illinois Highway Info System Structure Info & Procedure Manual

Illinois Highway Info System Railroad Info & Procedure Manual

Illinois Traffic Monitoring Program

Manual on Uniform Traffic Control Devices Oversize/Overweight Permit Policy Manual Project Procedures Guide

Quality Standard for Work Zone Traffic Control Devices

The Highway Manuals Sales Order Forms (Highway Manual Order Form) is available at: <http://www.idot.illinois.gov/doing-business/sales/manual-sales/index>

NOTICE DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Prequalification>) are firms certified as a DBE in specified areas. It is the responsibility of any prime consultant firm to go to the **Illinois Unified Certification Program** web site (<http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>) to verify the subconsultant is certified as a DBE in the area of work the sub will be performing on a specific project. Only the pre-qualified areas of work the DBE firm is certified in as a DBE will be considered toward the project's DBE goal.

Each list of tasks specified on a DBE's Cost Estimate Consultant Services (CECS) will be verified for DBE certification beginning January 1, 2007.

If you have any questions on DBE certification, please contact Carol Lyle in the Office of Business and Workforce Diversity.

“Special Notice Regarding Disadvantaged Business Enterprises”

The Illinois Department of Transportation (IDOT) has designated various projects advertised in the Professional Transportation Bulletin as requiring participation by Disadvantaged Business Enterprises (DBEs). As a condition for any firm to be considered for a project requiring DBE participation, it must subcontract a minimum of the designated percent to a DBE. Each firm's letter must include a statement that it intends to subcontract the designated percent to a DBE. The Exhibit A in the Statement of Interest must include the DBE Consultant and the category of work they are going to perform.

To be considered as a prime consultant or subconsultant, a DBE must be prequalified with IDOT's Division of Highways' Bureau of Design and Environment (BDE). IDOT's Bureau of Small Business Enterprises (SBE) maintains a Disadvantaged Business Enterprises Directory of certified DBEs for the purpose of providing a reference source to assist firms. You can view/print and download the most current listing of DBE firms at IDOT's web site <http://www.idot.illinois.gov> under “Doing Business” “Small Business Enterprises” “Disadvantaged Business Enterprises (DBE) Program/IL UCP DBE Directory.” DBE firms who are prequalified by BDE and are interested in performing consultant work are listed under the UCP Directory by Category, Architecture/Engineering Sorted by firm. Any firm desiring to subcontract work to firms that are not certified DBEs should encourage them to become certified by contacting SBE's Certification Section at (217) 782-5490.

Failure to assign at least the designated percent to one or more DBEs or to demonstrate that a good faith effort was made to assign the designated percent shall result in one of the following:

1. Notification to the prime consultant that the Agreement will not be signed until the percentage of DBE participation is met.
2. The Agreement will be signed with the understanding that payments to the prime consultant will be reduced by an amount determined by multiplying the total Agreement fee by the designated percent and subtracting the dollar value of DBE subcontracts.
3. Contract negotiations will be terminated.

Upon completion of the contract, should it be determined the prime consultant failed to assign the designated percent to an eligible DBE or demonstrated that a good faith effort was made to assign the designated percent as agreed upon, payment to the prime consultant will be reduced by the amount set forth in number 2 above.

A complaint regarding any decision rendered by or action by any Division or Office of IDOT pursuant to these requirements may be filed with the Secretary of IDOT.

Notice
Of Requirement For
Illinois Department of Human Rights (IDHR)
Public Contract Number

Following selection, contract all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site http://www.state.il.us/dhr/Programs/DHR_PBCT.htm or may also be obtained by contacting: DHR, Public Contracts Section Public Contracts Division 100 W. Randolph, Suite 10-100 Chicago, IL 60601 or by calling: 312-814-2432 (TDD 312-263-1579)

NOTE: An IDHR public contract number is not required if the firm employs fewer than 15 employees.

Please be aware that, as of January 1, 2010, per Public Act 096-1786, all those filing for, *or renewing*, an IDHR number, will be charged a \$75.00 registration fee. Such registration will be valid for 5 years from the date of issuance.

Overtime Billing **for** **Engineering Consultant Contracts**

The engineering consultant firm may bill overtime in accordance with Section 2.86 of the Standard Agreement Provisions and the following. When the employee in the same pay period, has worked on more than one project, the amount premium wages charged to a project must be in direct proportion to the total number of hours the employee worked in that pay period. (i.e. total hours worked in pay period = 50 hours (10 of which are premium hours), 25 total hours for the pay period on the project, 5 hours of overtime may be charged to the project.)

NOTICE For Prequalification of Consultants & DBE Revisions

Prequalification:

As stated in each Professional Transportation Bulletin under the guidelines:

Consultant firms acting as prime must be prequalified in all of the advertised areas listed in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. If the prime is not prequalified in the required category(s) stated in the project advertisement, that firm's Statements of Interest cannot be considered for the item.

Within the Statements of Interest (Exhibit A page 3 of 3) the prime must identify any subconsultants and the item(s) of work they will perform. Subconsultants must be prequalified in the category of work they will be performing.

Also as stated in the Standard Agreement Provisions: 2.24 SUBLETTING, ASSIGNMENT OR TRANSFER:

Subconsultants must be prequalified in accordance with the department requirements. For specialized services that are required but which do not fall into the areas of prequalification of the department, a non-prequalified firm may be used with department approval.

DBE Participation:

The U.S. DOT regulation, 49CFR Sec. 26.55(a), states, "When a DBE participates in a contract, you count only the value of the work actually performed by the DBE toward the DBE goals." The IDOT and U.S. DOT regulations further state:

When a DBE subcontracts part of the work its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.

Effective immediately all subconsultant proposals where a DBE is utilized for the main contract and it is necessary for them to obtain non professional services which would be listed as a direct cost, the amount of those services will not apply to the DBE goal. For example if a DBE geotechnical firm is being used and they use a non-DBE drilling company to do the borings, the cost for this work will not apply to the DBE goal.

However any direct costs incidental to doing the work, per diem, hotel costs etc. will still counted toward the goal.

NOTICE OF TRAINING OPPORTUNITY

Updated 9-23-14

LAKELAND COLLEGE TRAINING COURSES

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Kathy Willenborg

Lake Land College

5001 Lake Land Blvd.

Mattoon, IL 61938-9336

Phone: (217) 234-5285

Fax: (217) 234-5381 E-Mail: idotqcqa@lakeland.cc.il.us

Internet Homepage: <http://www.lakeland.cc.il.us/as/idt/index.cfm>

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

<https://www.nhi.fhwa.dot.gov/default.aspx>

NATIONAL TRANSIT INSTITUTE (NTI) COURSES

The National Transit Institute (NTI) Course listing as well as other pertinent information is available at the following address:

<http://www.ntionline.com>

ILLINOIS CENTER FOR TRANSPORTATION

University of Illinois at Urbana-Champaign Erosion Control Research and Training Center (ECRTC).

Please visit the web-site for further information on course schedule and registration information:

<http://ict.illinois.edu/outreach/erosion-control-workshop/>

For questions about registration and cancellations contact:

Trachia Wilson

Email: tstolz@illinois.edu

Phone: 217-300-3197.